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RECORDS & SERVICES

Tracking Level

<u>Objective</u>	<u>DDA Reference</u>	<u>82</u>	<u>83</u>	<u>84</u>	<u>85</u>	<u>86</u>	<u>DDA</u>	<u>OL</u>	<u>Div.</u>
Investigate more efficient methods of document creation, storage and retrieval	4		*						*

SYSTEMS ANALYSIS

Eliminate duplication of vendor address changes	4	*							*
Maximize utilization of automated storage and retrieval systems	4	*							*
Provide support to establish a facility for the uniform electrical transmission of documents (AIM electronic mail)	4		*					*	

SUPPLY

Ensure that Supply Officer Trainees (SOTs) are well trained to meet future requirements at Headquarters and overseas	1	*							*
Identify a corps of logistics careerists and ordnance technicians to form the nucleus of a quick reaction support team	5,8	*						*	
Automate Central Depot activities for tracking through the Inventory Control System	3,4	*							*